



DEPARTMENT OF ECONOMIC SECURITY

Your Partner For A Stronger Arizona

DIVISION OF DEVELOPMENTAL DISABILITIES

Sent on Behalf of DES/DDD

INCIDENT REPORTING PROCESS CHANGE SURVEY

Target Audience - Qualified Vendors and Providers

Transmittal Date - 12/05/2024

The Division is considering a change in the incident reporting process in which Qualified Vendors directly submit all reportable incidents (per Division Medical Manual 961 and Division Provider Manual Chapter 70) directly into the AHCCCS QM Portal. Please give us feedback about your assessment of how much time your agency needs to implement this change by completing the [AHCCCS QM Portal Direct Entry survey](#) by **January 3, 2025**.

To assist with your assessment, below are links to the AHCCCS QM Portal User Guides which detail the steps required for Qualified Vendors to enter, review, and approve reported incidents within the AHCCCS QM Portal.

- [Incident Accident Death Submit User Guide](#)
- [Incident Accident Death Return User Guide](#)
- [Incident Accident Death Approve User Guide](#)

Qualified Vendors should review the user guides and their current incident reporting processes to assess the timeframe their agency will need to fully transition to directly entering incident reports into the AHCCCS QM Portal.

For questions about this survey please contact [DDD Chief Quality Officer Carl Burik](#).